

# Yuba Community College District

Human Resources Development and Personnel Services

Building 100A, Room No. 21

2088 North Beale Road, Marysville, CA 95901

**TDD (hearing impaired): (530) 634-7760**

**Visit our Web Site at: [www.yccd.edu](http://www.yccd.edu)**

## CLASSIFIED RECRUITMENT – RE-EXTENDED

**POSITION: COLLEGE POLICE OFFICER**

**DEPARTMENT: COLLEGE POLICE DEPARTMENT**

**FINAL FILING DATE: FRIDAY, SEPTEMBER 29, 2006 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)  
YOU MUST MEET THE P.O.ST. REQUIREMENTS BEFORE THE DATE OF HIRE**

**LOCATION: \*SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE AND/OR  
WOODLAND COMMUNITY COLLEGE**

**SALARY: \$3255 - \$4097/MO. (INITIAL PLACEMENT WILL NOT BE HIGHER THAN STEP 2,  
ACCORDING TO THE CONTRACT.)**

**COMMENCING: As Soon As Possible**

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**BASIC FUNCTION:** Under the direction of the District Chief of Police, patrol District grounds, facilities, parking lots and adjacent areas and off-site locations to protect persons and property and enforce applicable laws and ordinances.

**BENEFITS:** The District provides health, dental, vision and life insurance for employee and dependents. The District and the employee contribute to the Public Safety Employees' Retirement System (PERS) 2% @ 55, which is integrated with Social Security. Additional benefits information – Swing shift differential 5%, Graveyard shift differential 5%, additional 1.5% for a POST Intermediate certificate, Tuition reimbursement up to \$625.00 per employee per fiscal year. Annual uniform allowance of \$850.00. Bilingual Incentive. COMP TIME/OVERTIME: Employees shall be compensated in cash or compensatory time off. CTO shall be earned at the rate of time and one half and to a maximum accrual of 160 regular hours. Employees may cash-out CTO upon reasonable advance written to the Chief of Police. The employee must have accrued a minimum of 80 hours of CTO to make such a request. 14 paid holidays plus 3 floating holidays during the fiscal year. Vacation leave – 1 year (11 days), 2 thru 5 years (12 days).

### REPRESENTATIVE DUTIES:

- Prepare a variety of records and reports including a daily activity log, building checklist, telephone logs, field interrogation reports, misdemeanor and felony reports, traffic accidents and impound reports, lost and found property reports; tag and store evidence according to approved procedures. (E)
- Enforce campus traffic laws, issuing parking citations for moving & parking violations; conduct accident investigations & prepare reports. (E)
- Respond to requests for assistance, provide emergency first aid as required; detain, search, interrogate and make arrests if necessary; obtain physical evidence and witness statements; document investigative results including interviewing victims, witnesses and informants; attend and participate in court hearings and trials of those subjects apprehended. (E)
- Cooperate with local law enforcement and fire officials in the suppression and control of anti-social or illegal activities directed against students, staff or District property. (E)
- Respond to calls involving incidents such as disturbances, thefts, violation of Health and Safety Codes and malicious mischief. (E)
- Assure the security of District facilities by checking doors, gates and windows. (E)
- Assist students and staff by providing services such as starting and pushing stalled vehicles, unlocking doors for staff, posing "no class" notices, delivering emergency messages, transporting District monies to night deposit and providing escorts for personnel on campus during late evening hours; provide emergency first aid as required and transport injured personnel to hospital as necessary. (E)
- Provide training and work direction to Cadets and Reserve Officers as directed. (E)
- Perform related duties as assigned.

### KNOWLEDGE OF:

- Law enforcement and security methods.
- Traffic laws and vehicle control procedures.
- Courtroom procedures and witness responsibilities.
- Record-keeping techniques.
- Health and safety regulations.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of the State Education Code and other applicable laws.
- Technical aspects of field of specialty.
- Laws of search, seizure and arrest.
- Basic criminal investigation techniques and procedures.
- Rules of evidence.
- Advanced investigation techniques and procedures.

### ABILITY TO:

- Interpret and enforce pertinent laws, rules and regulations with tact, firmness and diplomacy.
- Maintain rapport with College students, staff, representative of local law enforcement agencies.
- Analyze situations likely to be encountered on patrol or during investigations and take effective and appropriate actions.
- Organize and write clear and concise reports of factual occurrences.
- Interview witnesses, complainants and suspects.
- Conduct complex investigations.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.

- Meet schedules and time lines.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Possess and maintain firearms and qualification with firearms.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and thirty (30) units of college course work with emphasis in Police Science, Administration of Justice or related field.

**LICENSES AND OTHER REQUIREMENTS:**

- Pass the District reading and writing proficiency test, a complete physical examination, physical agility test.
- Pass a complete background investigation.
- Pass P.O.S.T. approved psychology screening evaluation.
- Valid California Class III or Class C driver's license.
- Valid Red Cross First Aid and CPR Certificates.
- Successful completion of a P.O.S.T. certified basic academy before the date of hire.
- Fingerprint search through the California Department of Justice and the FBI is required.
- Must have no felony conviction(s) in California, nor conviction(s) for crimes in other states which would be a felony under California law.
- Must be 21 years of age on or before date of hire.
- Graduation from P.O.S.T. Basic Academy before the date of hire.

**ENVIRONMENT:**

- Indoor and outdoor environments.
- Seasonal heat and cold or adverse weather conditions.
- Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information.
- Seeing to observe behavior.
- Physical agility and stamina.
- Walking.

**HAZARDS:**

- Possible fights and confrontations.
- Contact with dissatisfied or abusive individuals.

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**IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION,** please contact the Personnel Office at (530) 741-6975 OR TDD (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

**\* This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.**

**INTERVIEW:** A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

**WORKING CONDITIONS:** Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

**PRE-EMPLOYMENT REQUIREMENTS:** All prospective Administrative, Academic and Classified employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

**EQUAL EMPLOYMENT:** Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

**APPLICATION PROCEDURE & DEADLINE:** A District application is required and is available at the Yuba College Personnel Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901 OR TDD (530) 634-7760 OR visit our Web Site: [www.yccd.edu](http://www.yccd.edu). It is the responsibility of the applicant to insure that all application materials are received in the Personnel Office by **FRIDAY, SEPTEMBER 29, 2006 BY 12:00 NOON.**

**PLEASE NOTE: OUR OFFICE IS NO LONGER SENDING OUT APPLICATION PACKETS. WE ARE NO LONGER ACCEPTING ANY FAXED MATERIALS – (APPLICATIONS, RESUMES, ETC.)**